



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Community Improvement Officer.

MEETING DATE: November 6, 1996

SUBMITTED BY: Joanne Narloch, Human Resources Director

RECOMMENDED ACTION: To approve the class specification and salary range for the Community Improvement Officer

BACKGROUND INFORMATION: The establishment of this full-time position is necessary to adequately staff the new Community Improvement Division, and to properly implement the city-wide proactive Code Enforcement Program. The Community Improvement Officer will be placed in the General Services benefit group.

The funding and establishment of this position was approved by the City Council in the 1996-97 budget.

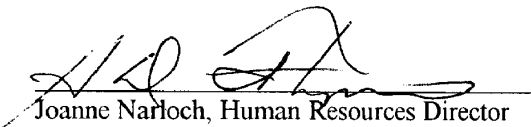
It is recommended that Council approve the class specification (attached) and salary range below:

<u>A</u>	<u>B</u>	Step <u>C</u>	<u>D</u>	<u>E</u>
\$ 2550.42	\$ 2677.82	\$ 2811.74	\$ 2952.32	\$ 3099.94

ANNUAL COST: \$ 43,151 (Salary & Benefits)


FUNDING: Currently budgeted

Respectfully submitted,


Joanne Narloch, Human Resources Director

cc: Konradt Bartlam, Community Development Director

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-164

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR COMMUNITY IMPROVEMENT OFFICER

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Community Improvement Officer, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

S T E P				
A	B	C	D	E
\$ 2,550.42	\$ 2,677.82	\$ 2,811.74	\$ 2,952.32	\$ 3,099.94

Dated: November 6, 1996


I hereby certify that Resolution No. 96-164 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 6, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

COMMUNITY IMPROVEMENT OFFICER (CODE ENFORCEMENT OFFICER)

DEFINITION:

Under the general supervision of the Community Improvement Manager, performs skilled work in the investigation, inspection and enforcement of City codes, ordinances and abatement regulations, the Uniform Housing and Dangerous Building Codes; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Community Improvement Manager.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

Receives, investigates and responds to complaints regarding substandard dwellings or structures, zoning violations, property maintenance violations, noise regulation violations, inoperable or abandoned vehicles on private property and other nuisance violations.

Confers with county, state agencies and City departments on the disposition of a variety of complaints and code violations.

Conducts field inspections of commercial and residential buildings during various stages of repair to meet minimum housing standards.

Reads, interprets and applies state laws, municipal codes and ordinances, and other pertinent regulations.

Prepares necessary violations and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required; develops cost estimates based on work to be performed and specifications.

Provides information concerning permit, land use and zoning requirements to the public.

Issues citations for violations of the municipal code and other laws and regulations.

Conducts inspections involving parking, set-backs, encroachments, right-of-ways, and code and structural compliance.

Provides support and information for permit applications.

Prepares required documentation for all legal actions and conducts follow-up once legal activities have been initiated.

Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and methods of enforcing varied municipal codes.

Applicable laws, ordinances and codes.

Principles and methods of investigation utilized in code enforcement inspections.

Appropriate building, safety, hazardous materials and fire prevention techniques and requirements.

Basic terminology used in zoning, including legal descriptions.

Regulations and requirements for court evidence documentation.

Basic law enforcement concepts.

Safe work methods and safety regulations pertaining to the work, including driving habits.

Principles of building, planning and zoning permit processes and plan examining;

The operation and use of personal computers and various computer applications within the office environment.

Ability to:

Investigate zoning, code and other complaints in a timely and tactful manner.

Interpret and explain a variety of codes, ordinances and other regulations to the public.

Deal courteously, but firmly, and communicate effectively with a variety of individuals contacted in the course of work including resolving conflicts and problems.

Prepare accurate and detailed documentation of inspection findings and other written materials.

Maintain organized and accurate records of inspections and code enforcement files.

Use of personal computer and various computer applications.

Organize work, set priorities and exercise sound, independent judgment within established guidelines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience: At least one year of experience interpreting planning and building or zoning laws and regulations or a closely related field. Understanding of the building and construction trade is preferred.

Education: High school graduation or equivalent with a preferred supplement by college level course work in planning, building inspection, technology or a related field.

LICENSES AND CERTIFICATES:

Possession of a certificate in an approved field related to code enforcement pursuant to state law within two years of hire.

Possession of, or ability to obtain an Arrest Course 832 Penal Code certificate within one year of hire.

Possession of a valid California driver's license.